

STANDARD OPERATING PROCEDURE: SOP 11  
(Continuation)

- D. Once the investigator has made arrangements with the video analyst, he will retrieve the video from property and deliver it to the analyst.

**II. Video Analyst's responsibilities:**

- A. It will be the responsibility of the video analyst to receive the video evidence from the lead investigator or his designee.
- B. Upon receipt of the video the video analyst will log the evidence with the following information:
  - 1. Case number
  - 2. Date and time of crime
  - 3. Location of crime
  - 4. Lead Detective
  - 5. Property receipt number
  - 6. Date and Time property was received
- C. The analyst will examine the video in a timely manner.
- D. Upon completion the video will be returned to the lead detective along with any and all information gathered by the analyst.

**III. Maintenance/Responsibility**

- A. The Special Investigations Section, Technical Assistance Detail will be responsible for the daily maintenance along with all upgrades of the AVID System. Employees shall ensure that the system is used only for the purpose and in the manner intended, and are responsible for its proper care and custody.

# City of Miami



JOHNNY MARTINEZ, P.E.  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

#### BOMB SQUAD DETAIL


**S.O.P.** 12

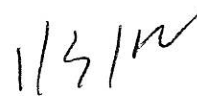
**SUBJECT:** Bomb Squad Detail

**PURPOSE:** To outline the duties and responsibilities of the Bomb Squad Detail.

**SCOPE:** The responsibility of the Bomb Squad is to RSP (render safe procedures) improvised explosive devices (I.E.D.); suspected I.E.D.s; hoax devices; explosives; found military explosive ordnance; to conduct post blast investigations of bombings; criminal explosions; incendiaries (firebombing); to impound found commercial explosives; found pyrotechnics (fireworks) and any other explosives. The Bomb Squad provides bomb and explosive disposal services throughout the City of Miami. Bomb and explosive disposal services and/or advice are provided outside of the City upon expressed permission of the Chief of Police or his designee (Mutual Aid Pact).

Such labs discovered within the City of Miami, as well as, any recovered chemicals commonly utilized in the processing of controlled substances.

  
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Lt. Milton Montes de Oca  
Commander  
Intelligence and Terrorism Unit

  
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Effective Date



**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

The Bomb Squad will maintain liaison with other units of the Miami Police Department and outside agencies in establishing procedures for V.I.P. security (D.O. 3, Ch. 1.4.3).

In addition, the Bomb Squad prepares and conducts training, lectures and presentations encompassing all areas of detail responsibility.

I. Organization Structure/Staffing

A. Supervisor (Sergeant of Police)

1. Reports to the Commander of S.I.S.
2. Responsible for the direction, coordination, administration, and supervision of all Bomb Squad activities; to include, but not limited to:
  - a. Insure response of appropriate personnel to all incidents requiring Bomb Squad participation.
  - b. Maintain, publish and ensure proper distribution of an ON-CALL ROSTER, scheduling Bomb Squad personnel for response to scenes whether on or off duty.
  - c. Review and approve case reports, case files, work sheets, etc.
  - d. Ensure the prompt and proper flow of evidence.
  - e. Maintain a system to ensure prompt report writing procedures.
  - f. Act as liaison to investigative entities concerned with bombing matters.
  - g. Coordinate and schedule formal training given and received by personnel.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

- h. Maintain an up-to-date library of books, periodicals, Bomb Squad Data Center bulletins and disposal function.
  - i. Respond to requests for lectures or other public appearances.
  - j. Maintain training records reflecting training received or rendered by personnel.
  - k. Prepare performance evaluations.
  - l. Approval of leave requests, overtime and scheduling of vacations.
  - m. Assign cases to and plan work details of investigatory technicians based on established priorities.
  - n. Conduct Detail meetings.
  - o. Maintain disciplinary control.
  - p. Administrative duties.
  - q. Submission of weekly incident reports.
  - r. Prepare requisitions for supplies and maintain budgetary control.
  - s. Preparation of any administrative or statistical reports as directed.
3. Perform duties of Bomb Detail Coordinator and/or Technician as may be required.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

- B. Bomb Squad Coordinator/Technician (one police officer)
  - 1. Reports to the Bomb Squad Supervisor and acts as Detail supervisor in the absence of the Bomb Detail Sergeant; usually the senior technician.
  - 2. Maintains the bomb incident log.
  - 3. Compiles, completes and submits the weekly bomb reports.
  - 4. Handles all other activities as may be assigned.
  
- C. Technician (four or more police officers)
  - 1. Primary Responsibilities:
    - a. Conduct bomb scene investigations; handle the collection, identification and examination of evidence.
    - b. Assist with bomb related investigations as assigned by the Bomb Squad Supervisor, S.I.S. Commander, or other appropriate superior Commanding Officer in accordance with Rules and Regulations, Departmental Orders, or Section S.O.P.s.
    - c. Respond to and rendering safe, of real or suspected bomb or explosive devices.
    - d. Respond to and assist with investigations regarding, any gas, chemical or other explosion which results in severe property damage, bodily injury, death or as otherwise directed by the Bomb Squad Supervisor.
    - e. Respond to the scene of discovered explosives and/or incendiary materials.
    - f. Maintenance of existing Bomb Squad equipment, vehicles and physical facilities.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**

**(Continuation)**

- g. Destruction of and/or dissemination to an appropriate outside agency, chemicals recovered in clandestine drug labs.
- h. Complete any other duties as may be assigned.
- i. Respond to requests for assistance and expertise by the Fire Department.

2. Secondary Responsibilities

- a. Develop and conduct training classes.
- b. Research and develop new bomb equipment.
- c. Demolition assignments as authorized by the Miami Police Department.

Any conflicts as to areas of responsibilities will be resolved by the Bomb Squad Commander.

D. Duty Hours for the Bomb Squad

1. The Bomb Squad shall maintain regular duty hours of:

- a. Monday through Friday from 0800 hours to 1800 hours
- b. Bomb Squad personnel shall have one hour during their tour of duty for physical fitness at the discretion of the Bomb Squad Commander.

2. Adjustment of duty hours may be necessary and/or permitted when:

- a. The needs of the Detail dictate such an adjustment.
- b. Prior approval is obtained from the Detail Supervisor.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

II. Field Operations

A. Scope of Responsibility

1. When a Bomb Technician from the Special Investigations Section, Bomb Squad is needed, the supervisor of the Bomb Squad will be notified first. After being advised of all available information, the Bomb Squad supervisor will determine what, if any, additional notifications should be made. The Bomb Squad supervisor will, at his discretion, make those additional notifications or request the Complaint Room to do so, as necessary.
2. Only members of the Bomb Squad are to handle suspect devices and/or recover any form of explosives.
3. Non-Bomb Squad members may be required to deliver bomb disposal equipment and materials to a scene, secure and preserve such scenes until qualified disposal personnel have arrived, and assist in scene processing.
4. Bomb Detail personnel are delegated functional authority to supervise operational activities at a suspected, actual and/or post blast scene.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

B. Calls for Service

1. Members of the Bomb Squad will respond to the following calls for service:
  - a. For any explosive device, suspected explosive device, explosive material, scene of an explosion, bombing, firebombing, firebomb, or any other hazardous materials. The S.I.S. supervisor shall be contacted and will provide information/authorization as to other units, personnel or departments to be notified. This must be done to facilitate proper handling of these types of scenes. The exception of course would be the dispatching of Fire Units for protection of life and property. In the event the supervisor cannot be reached, attempts to contact the primary and then secondary on-call personnel, should be made. Contact should be attempted in the order listed on the current on-call bomb technicians roster. If these technicians cannot be reached, one of the other listed personnel should be contacted in the order listed.
  - b. Building, automotive, aircraft, vessel searches as authorized in response to a specific threat, suspicious circumstance, or V.I.P. protection.
  - c. Discovered clandestine drug laboratories.
  - d. Ancillary missions as directed by the supervisor including demolition.



**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

- e. Notification of bomb threat calls will be received in the Bomb Shop during the hours of 0800 - 1800, Monday through Friday. It is not necessary to notify a Bomb Technician after those hours or on Saturdays and Sundays unless the threat is accompanied by any of the above criteria for notification or response.

2. Procedures

- a. Primary consideration is for the safety of human life.
- b. Secondary consideration is for the safety of property.
- c. When at all possible, devices and suspect items will be handled, moved, deactivated, or otherwise rendered safe via remote equipment and methods.
- d. Hand entry procedures are to be utilized as a last resort and only in case of extreme emergency for the preservation of life.
- e. All recovered explosives will be directly and expeditiously routed to and placed in an appropriate safe area. When carrying live or suspected live I.E.D.s, large amounts of explosives, or critically sensitive explosives, the bomb vehicle's siren and/or emergency lights will be utilized
- f. Small amounts of fireworks or blasting caps are expected and may be stored for a short period of time in a locked compartment of the bomb truck/trailer for later transfer to a safe area.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

C. Operations

1. Responding to calls for service

a. General Considerations:

- (1) Determine equipment for initial response.
- (2) Request additional equipment and/or personnel.
- (3) Request bomb dogs if assistance is needed.
- (4) Request Marine Patrol divers if assistance is needed.
- (5) Determine if further assistance is needed, i.e., Crime Scene Unit, uniform personnel, etc., and request if needed.

b. Dress Code:

- (1) Departmental designated attire will be worn as a utility outfit during work details or operations.
- (2) On-call responses or call outs should be made in the above approved uniform.

STANDARD OPERATING PROCEDURES: S.O.P. 12  
(Continuation)

D. Standard Procedures

1. "3" Signals.
2. May be authorized by Communications at time of dispatch.
3. May be authorized by the Bomb Squad Supervisor contingent upon circumstances.
4. May be initiated by responding Bomb Squad member if in his judgment exigent circumstances deem it appropriate.
5. Shall only be conducted in Departmental vehicles equipped with portable emergency lights and siren. (Shall comply with D.O.s governing operation of an emergency vehicle.)

E. Scene Evaluation

1. Upon arrival, gather as much information as possible as to circumstances surrounding call, probability of actual device, physical layout of building or area, probable location, access routes and description of device. Determine location of the witness or individual that discovered the device.

Note: An investigator not trained as a technician will do the above. Under no circumstances will such an investigator handle a suspect device.

2. Confer when possible with other Bomb Squad members to determine consensus and decide best course of action to pursue. Scene technician on scene will retain final decision authority.
3. Secure an adequate perimeter and an evacuation as required.

STANDARD OPERATING PROCEDURES: S.O.P. 12  
(Continuation)

4. Designate "primary technician" and "secondary personnel."
  - a. Search and evaluation of possible secondary devices.
  - b. Senior technician will assume responsibility for performing or supervising the render safe techniques as may be appropriate.
  - c. Secondary investigator technician will assist and observe the senior technician.

F. Policy

1. To ensure the safety of the bomb technician, it is the policy of the Bomb Squad that the technician will wear an EOD-8/EOD-9 Bomb Suit whenever possible, while recovering and/or rendering safe any explosive and/or suspect device. Ultimate decision to wear or not to wear the Bomb Suit, will be at the discretion of the certified technician at the scene, after consultation with the senior technician and/or supervisor and after a proper assessment of the situation is completed.
2. Whenever possible, explosive and/or suspect devices will be handled remotely.
3. ONLY THE DESIGNATED technician will approach within close proximity of a suspect bomb until rendered safe.
4. Whenever possible, devices are to be rendered safe in place.
5. Devices unable to be rendered safe in place will be placed in a bomb carrier and transported to the bomb range or emergency "cook off" area for dismantling and/or detonation.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

6. Devices may, on rare occasion, be detonated in place if deemed necessary for the safety of the Bomb Squad personnel and/or the public.
7. All bombing scenes will be photographed in color.

G. Handling and Submission of Evidence

1. Evidence collected as a result of a Miami Police Department investigation will be retained, evaluated, accounted for, identified, processed, and disseminated for laboratory analysis by the Bomb Detail.
2. Supplemental reports of Bomb Squad analysis, Post Blast investigation findings, case similarities, and conclusions will be made periodically as the investigation is pursued.
3. Evidence collected by the Bomb Squad as a result of assisting another jurisdiction may be turned over directly to their investigators at the scene or retained at their request.
4. Explosive materials (except samples less than one ounce for lab examination) will be retained and stored in the Miami Police Department explosive storage safe or other safe storage facility.
5. Records will be kept of all explosives received by case number which are destroyed.
6. Explosive samples (less than one ounce) or evidence to be submitted for laboratory analysis will be personally turned over to the bomb incident coordinators of either:  
Miami Regional Office, F.B.I.  
Miami Personnel Office, A.T.F.
7. Federal bomb incident coordinators will package initial letter of transmittal and ship or deliver explosive samples or evidence to appropriate federal laboratory.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

H. Clandestine Laboratories and Hazardous Materials Incidents

1. Definitions

- a. Clandestine Laboratory - Any location used in the distilling, producing, manufacturing, storing and/or packing of any substance as defined by Florida State Statute as a controlled substance.
- b. Hazardous Material - A group of products when released from their container will cause death, injury and/or illness.

2. Intervention

- a. Upon arrival the Bomb Technician will:
  - 1. Detect hazardous materials presence.
  - 2. Estimate likely harm without intervention.
  - 3. Choose response objectives
    - a. Identify the harm that must be prevented.
  - 4. Identify action plans.
  - 5. Do best available option.
  - 6. Evaluate progress.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

I Environmental Crimes

1. Investigate crimes against the environment, along with the investigation of criminal violations concerning the illegal dumping of hazardous materials.
  - a. To identify environmental crime violators through investigative activities, calls for service and patrol officers' awareness.
2. Work with Internal Units within the Miami Police Department, as well as outside agencies, concerning environmental crimes and/or violations.
3. To enforce the Florida Litter Law, the illegal handling and disposal of hazardous materials and federal environmental acts, laws and regulations.
  - a. To discourage and reduce the commission of offenses related to environmental crimes.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

3. Disposal
  - a. Any product deemed by the responding bomb technician to be unstable due to age, stressing of container, deterioration or any other factor shall be removed and destroyed by the Bomb Squad or other approved agency(s).
  - b. Any product recovered by the Bomb Technician that can be safely stored shall be turned over to an authority responsible for the storage of said product.

III. Facilities

- A. Bomb Squad Workshop serves as:
  1. An operational base for the Bomb Squad.
  2. A maintenance facility for equipment and instruments.
  3. As a training facility.
- B. S.I.S. Office
  1. Provides secretarial and administrative functions.
  2. Contains master files and reports.
- C. Metro Dade Police Department Bomb Disposal Range, or other locations which are deemed appropriate may be used for:
  1. Disposal of explosives and hazardous materials.
  2. In-service training, research and development area.
  3. Rendering safe activities where appropriate



**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

IV. Equipment and Shop Maintenance

- A. The Bomb Squad Supervisor will initiate control procedures to insure that bomb equipment is operational and available at all times.
- B. When a Bomb Squad vehicle is deadlined for repairs, an assigned Bomb Squad vehicle will be used temporarily.
- C. After responding to a bomb call, the Bomb Squad vehicle will be serviced to insure that they are fully operational for the next call.
- D. All vehicles are to be kept clean and equipment arranged in an orderly and accessible fashion.
- E. On call personnel will use assigned vehicles.
- F. On call personnel will be available via telephone or pager in order to respond without undue delay.
- G. No change in the on-call schedule will be made without the authorization of the Bomb Squad Supervisor.
- H. Keys.
  - 1. Bomb Squad personnel and the Unit and Section Commanders are the only personnel authorized keys for the Bomb Shop.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

I. Bomb Shop will be utilized for:

1. Storage for Bomb Squad equipment.
2. Work area for special projects.
3. In-service training.
4. Reference collecting/museum.
5. Workshop and research.
6. Telephone.
7. Electrical devices including air conditioners and inside lights should be turned off when building is secured. Outside lights and floodlights should be left on.

J. Bomb Squad Equipment Loan Policy:

1. It is the policy of the Bomb Squad to make equipment available to other units or agencies with the provision that the equipment be OPERATED BY A MEMBER OF THE MIAMI POLICE DEPARTMENT BOMB SQUAD.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

V. Training

A. Initial training will generally be conducted upon availability of various courses which may include:

1. Hazardous Devices School.
2. F.B.I. Bomb Schools.
3. A.T.F. Bomb Investigator's School.
4. Public Safety Department Courses.
5. U.S. Army Explosives Reconnaissance Schools.

B. Supplemental training will be afforded periodically as available at:

1. Hazardous Devices Refresher School should be attended every 36 months.
2. A.T.F. Refresher Classes.
3. F.B.I. Refresher and Current Trends.
4. I.A.B.T.I. Chapter, Regional, and International Seminars.
5. Others as available and approved.
6. Regular in-service training will be scheduled and each member of the Bomb Detail will receive a minimum of 192 hours in-service and/or refresher courses annually.

**STANDARD OPERATING PROCEDURES: S.O.P. 12**  
**(Continuation)**

VI. Range and Scene Safety

- A. The following safety procedures will be adhered to at all times:
1. Always consider the possibility of secondary devices and/or booby traps.
  2. NO SMOKING within 300 feet of suspect bomb.
  3. No radio transmissions within 300 feet of suspect bomb.
  4. Only one man to approach suspect device and then only when absolutely necessary. First consideration should be to utilize robot or other remote techniques.
  5. Minimum of two officers at range or scene.
  6. S.I.S Commanders and Supervisors to be aware of all range, and scene assignments or activities.
  7. Explosive scenes to be evacuated of all nonessential personnel.
  8. Fire rescue should be on scene before attempting any render safe activity.
  9. Separate blasting caps and explosives when transporting or storing.
  10. Never mix chemicals.

VII. Uniforms

- A. Bomb Squad personnel will wear the following uniform:
1. Robins 511 series 100% cotton shirt and pants.
  2. Black leather boots non static producing.
  3. Black leather belt with duty weapon.

# City of Miami



JOHNNY MARTINEZ, P.E.  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 13

SUBJECT: CODE ENFORCEMENT INSPECTORS

PURPOSE: To establish guidelines on working with the Bomb Squad's Environmental Protection investigators attached Code Enforcement Inspection.

SCOPE: This SOP covers procedures of the Code Enforcement Inspector. The Code Enforcement Inspector is attached to the Bomb Squad for the purpose of assisting with environmental crimes investigations.

The Code Enforcement Inspector, although attached to the Bomb Squad, reports directly to the Chief of Code Enforcement. The Code Enforcement Inspector sends a daily activity report to the Chief of Code Enforcement. The Code Enforcement Inspector must follow the City Code while conducting his/her duties.

Lt. Milton Montes de Oca  
Commander  
Intelligence & Terrorism Unit

Effective Date



## **STANDARD OPERATING PROCEDURES: S.O.P. 13**

(Continuation)

While attached to the Bomb Squad's Environmental Protection Investigations, the Code Enforcement Inspector will issue fines on cases in relation to the City Code while working with the Bomb Squad personnel.

The inspector takes photographs of the violation and determines if and which fine is applicable, according to the evidence found, if any. The inspector retrieves any documentation available from the environmental crime scene for preparation of his/her case.

For example, in an illegal dumping case, where the inspector locates evidence from a dump pile that has a city address and is determined to be the origin of the dumper, the inspector will make a copy of this evidence for his/her case and the Bomb Technician will remain with the original for criminal investigation.

When the Code Enforcement Inspector writes a solid waste ticket or any other ticket pertaining to the City Code or the zoning ordinance in relation to environmental investigations, a copy must be forwarded to the Bomb Squad. The inspector is also responsible for maintaining a log or record of all his/her paperwork and cases in relation to the environmental protection investigations.

The Code Enforcement Inspector must submit written statements on any cases involving him/her directly as a witness or as an investigator and include it in the criminal case file.

The Code Enforcement Inspector must attend all pre-file conferences with the State Attorney's Office and any other court cases that he/she had any involvement in relation to the Bomb Squad's environmental protection investigations.

Other duties of the Code Enforcement Inspector include but are not limited to surveillance, interviewing of witnesses and taking statements.

# City of Miami



JOHNNY MARTINEZ, P.E.  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES


**S.O.P.**        **14**

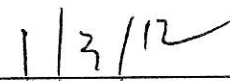
**SUBJECT:**    **CASE FILES**

**PURPOSE:**    To outline the procedures for storing case files.

**SCOPE:**        To set forth effective procedures for the filing and storing of all case files.

- I. Case files are made on all assigned cases. When completed, they are securely stored in the Bomb Squad office in chronological order, according to the case number. When applicable, case files will include the following reports:
  - A. Summary Sheet, in duplicate
  - B. Witness and evidence lists, if the case is complex
  - C. Offense Report

  
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Lt. Milton Montes de Oca  
Commander  
Intelligence & Terrorism Unit

  
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Effective Date



## STANDARD OPERATING PROCEDURES: S.O.P. 14

(Continuation)

- D. Arrest Report
  - E. Supplementary Reports
  - F. Copy of Affidavit
  - G. Copy of the Trial Memorandum
  - H. Warrant Request
  - I. Notice of Constitutional Rights
  - J. Crime Scene Search Report
  - K. Laboratory Reports
  - L. Evidence Receipt, City and County
  - M. Statement of offender, signed and notarized
  - N. Statements of Witnesses
  - O. Photographs and Notes
  - P. Taped Statements
- II. It is the responsibility of the case officer to ensure that the State Attorney's Office has a copy of the entire case file. Case files will be made on any case requested by the State Attorney's Office.
- III. Case files and all records therein will be maintained and secured within the Bomb Squad office. Closed cases will be stored at a secure, centralized location.
- IV. Cases will be purged according to State of Florida Records Retention Laws.



# City of Miami



JOHNNY MARTINEZ, P.E.  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

**S.O.P.** 15

**SUBJECT:** ILLEGAL DUMPING

**PURPOSE:** To describe the necessary requirements and procedures for conducting an illegal dumping investigation.

**SCOPE:** This SOP will outline the proper steps to be taken when information is obtained of a violation of law within the Florida Litter Law and which may necessitate investigation, opening of case files, arrests, post-arrest investigations and filing with State Attorney's Office.

These are the investigative procedures to be used when handling illegal dumping cases, residential or business and are to be used only as a guideline.

*Milton Montes de Oca*

Lt. Milton Montes de Oca  
Commander  
Intelligence & Terrorism Unit

*1/3/12*

Effective Date



MIAMI POLICE DEPARTMENT/P.O. BOX 016777 / Miami, Florida 33101 / (305) 603-6100  
E-Mail Address: chiefofpolice@miami-police.org



STANDARD OPERATING PROCEDURES: S.O.P. 15

(Continuation)

Bomb Technicians assigned to investigate an environmental crime will direct the investigation by the following protocol:

1. On all scenes, the initial responsibility will be that of identifying the contents of waste for the purpose of officer safety. All measures will be taken to ensure that no hazardous, toxic, flammable or any other hazardous materials exist. If the officer is in doubt and/or believes that any of these elements exists, the City of Miami Fire Department will be notified. The Bomb Tech will take any and all appropriate measures to avoid contamination or expose others on any scene. In these situations, a perimeter will be established and maintained as well as all pertinent information will be made available to police personnel via the police dispatcher.
2. Search for any evidence that may lead to the origin of the dumper.
3. If that evidence is found, the Code Enforcement Inspector will issue a civil fine.
4. The patrol officer will request a case number from the dispatcher and write an incident report.
5. The Bomb Tech will then photograph the evidence.
6. Measure the pile length x width x height to calculate cubic square feet.
7. Determine if the case is a felony or a misdemeanor.
8. Any illegal dumping over 100 cubic feet, weight of over 500 lbs., any hazardous materials, any construction debris of any size or amount, any dumping of any size or content from a commercial vehicle, all constitute a felony under Florida State Statute 403.413, Florida Litter Law.
9. Any illegal dumping of under 100 cubic feet but over 27 cubic feet, more than 15 lbs. but under 500 lbs., other than industrial or hazardous waste, all constitute a misdemeanor of the first degree, FSS 403.413.
10. The officer will determine its contents of any hazardous wastes, construction materials, etc.
11. With that evidence, the Bomb Tech(s) will attempt to identify any witnesses in the area that may have seen the illegal dumper.
12. If there are no witnesses, the Bomb Tech may proceed to contact the source of the dump from the evidence and attempt to track down the dumper by conducting interviews.
13. If the Bomb Tech makes contact with the person responsible for the dumping, the Bomb Tech may interview the subject and read their Miranda Rights. The Bomb Tech should try to obtain a taped or written statement.
14. If a confession is obtained based on the information given and meeting all the elements of the case, then an arrest may be made.
15. A background check of the subject or business should be obtained and included in the case file.

**STANDARD OPERATING PROCEDURES: S.O.P. 15**

(Continuation)

16. The subject may be brought to the station for processing of paperwork and photos. On all arrest reports, the words "Environmental Crimes" will be written on top of arrest form and on the pink copy.
17. The Bomb Tech does not call for a pre-file. The State Attorney's Office automatically sets the officers when they receive the arrest reports.
18. Defendant is then transported to Dade County Jail.
19. The Bomb Tech will then prepare a case file, including all 301s, arrest reports, cost recovery, pictures of evidence, tapes, fines, statements for the pre-file conference.
20. On post-arrests, arrangements will be made with Solid Waste for the pickup of the dump pile. A fee will be issued by the Solid Waste Department for that pickup to the defendant.
21. When an arrest is made and the case is closed, the Bomb Tech will classify the file "Closed By Arrest" (CBA).
22. When the case is still open, the Bomb Tech will classify the file as "No Further Information" (NFI) at the end of the 301. In such an event, the case will remain open until new information is received that can further the investigation. Always refer to SOP's regarding case files and case management.
23. In cases where a witness calls police but has no tag information or subject information, cannot identify the subject, the subject does not admit to the dumping and there is no evidence found, the case is classified "No Further Information," (NFI) but the area will be monitored for any future dumping.
24. In cases where the witness has seen a subject and that subject has been tracked down by the officer and the subject does or does not admit to the dumping, a picture should be taken of the subject and a photo lineup has to be prepared to show to the witness to identify the subject.
25. In cases where witnesses, inspectors or patrol officers come in contact with a dumping in progress prior to the arrival of the unit, a statement from the inspector, officer and witness should be obtained to determine if there is a case or not and include it in the case file for the pre-file where they should be present.
26. In cases where the Bomb Squad comes in contact with an illegal dumping in progress, all of the above steps will still be followed and the arrest(s) made.
27. In cases where a vehicle is used in dumping and the defendant is the owner, a VIP will be performed. If the defendant is not the owner, a regular tow will be done.
28. If there are any questions regarding issues of environmental crimes, contact the State Attorney's Office, Environmental Crimes Detail to forward the officer to the on-call Assistant State Attorney or contact the Chief Prosecutor for Environmental Crimes at the State Attorney's Office.

# City of Miami



JOHNNY MARTINEZ, P.E.  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

**S.O.P.** 16

**SUBJECT:** CRIMINAL INVESTIGATIONS PROCEDURES

**PURPOSE:** To establish guidelines for handling criminal investigations.

**SCOPE:** This SOP is for the purpose of instructing Bomb Squad officers in the proper procedure for conducting criminal investigations.

- I. New officers will be required to attend an Interviews & Interrogations training class at the earliest available date.

Lt. Milton Montes de Oca  
Commander  
Special Investigations Section

Effective Date



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### II. Information Development

The original report constitutes the basic source of information received by the officer. All reports shall be reviewed by the supervisor of the Bomb Squad to discover any valuable criminal intelligence such as emerging crime patterns or modus operandi. Other sources which shall be utilized to develop investigative information include but are not limited to:

- A. Area canvass/public interviews
- B. Criminal intelligence bulletins
- C. Crime-stoppers
- D. Seminars and meetings with other agencies
- E. Uniformed police officers
- F. Media
- G. Confidential informants
- H. Bulletin
- I. Crime Analysis System

### III. Interviews and Interrogations

- A. Statements shall be obtained in a constitutionally correct manner to preclude inadmissibility due to insufficient warning. In every instance where warnings are applicable, the full warning shall be read from a prepared text and, if practical, signed by the suspect.
- B. If circumstances necessitate that constitutional warnings be given verbally, the officer shall note time, date, and location where the rights were given and include this information in the appropriate case report.
- C. When confessions are tape-recorded:
  1. An introduction shall be given by the officer stating the time, location and case number.
  2. Inform the subject or witness that the statement is being recorded and have it acknowledged on tape.
  3. Constitutional rights shall be read by the officer.
  4. Subject shall be asked to identify himself stating name, residence address and phone number, and date of birth.
- D. When witness statements are tape-recorded, they shall include all of the above basic information, except the reading of the constitutional rights.

### IV. Collection of Physical Evidence

- A. All evidence collected shall be obtained in a constitutionally correct manner.

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- B. Collected evidence shall be properly described and identified on a property receipt form with the chain of custody documented.
  - C. All property and/or evidence shall be turned in to the Property Unit prior to the end of the tour of duty.
- V. Criminal Background Investigations
- A. Officers frequently conduct criminal and background investigations that relate to criminal activity, vice-related offenses and/or the licensing of businesses.
  - B. An employee shall not participate in an unassigned investigation, regardless of source, which is unusual, protracted, or not in the employee's normal course of duties without approval of a supervisor in his/her chain of command. Such approval shall be requested in advance and in writing, when possible, or at the earliest practical time after initiation of the investigations.
  - C. The lieutenant determines whether criminal activity is involved and, if evident, the extent of such activity.
- VI. Sources of Information
- A. Police reports, warrants, and citations.
  - B. National Crime Information Center/Florida Crime Information Center computer systems.
  - C. Federal agencies such as the Federal Bureau of Investigations, Drug Enforcement Administration, and the Department of Treasury.
  - D. State agencies such as the Florida Department of Law Enforcement, State Comptroller, Attorney General, and Secretary of State.
  - E. Local law enforcement agencies.
  - F. Private organization such as the National Insurance Crime Bureau, credit card and banking establishments, insurance companies, local chapters of the American Society of Industrial Security and local licensing bureaus.
  - G. Public records.
  - H. Public utilities.
  - I. Crime analysis stem.
- VII. Information for an investigation may be obtained from the following:

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- A. Booking photographs: This file contains photographs of arrested persons to which a police identification number has been assigned and is maintained by the Miami-Dade Police Department. Officers who request copies of photographs shall furnish the following:
    - 1. Subject's name
    - 2. Miami-Dade County Jail number and Criminal Identification number
    - 3. Physical description data
    - 4. Number of photographs desired
    - 5. Requester's name, station, or section of assignment and telephone number
    - 6. Method of pickup (personal or mail)
  - B. Photographs in the file may be used for construction of a photograph lineup to be viewed by crime witness/victims.
  - C. Criminal History Files: Criminal history files consist of arrest records of subject booked at Miami-Dade County correctional facilities. A file is maintained on each person arrested. Information may be obtained by providing the subject's name, race, sex and date of birth or approximate age. Officers may obtain copies of a Miami-Dade County Jail booking record or complaint/arrest affidavit. Copies of the Federal Bureau of Investigations Record (RAP sheet) may also be obtained.
  - D. Nickname or Street Name File: This file contains nicknames and street names of subjects that have come to the attention of the Department. Information may be retrieved from the CARE computer system.
  - E. Photographs from Driver License File: These photographs may be obtained through computer access to the Department of Motor Vehicles.
- VIII. Disposition of Information
- A. The investigation may have as its goal an arrest, the filing of charges with the State Attorney's Office or U.S. Attorney's Office or the development of intelligence information.
  - B. Information collected will be reviewed periodically by the primary assigned officer and the Bomb Squad supervisor and discussed with the State Attorney's Office. A decision will be made regarding the continuation and direction of the investigation.
  - C. The purging of criminal and intelligence information will be done in compliance with the Department's schedule of retention, pursuant to Florida Statutes.
- IX. Surveillance
- A. Officers shall not violate the right to privacy, or other constitutional rights of an individual while conducting surveillance.  
A complex or long-term surveillance requires the approval of the appropriate detail supervisor, while legal authorization may be required for an electronic surveillance.